

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class Code 2205***

**FLSA: Non Exempt**

**CLASSIFICATION TITLE: TERMINAL AGENCY COORDINATOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform administrative and technical work to train criminal justice personnel throughout the County in the proper use of NCIC, TIES, and RMS transactions. Ensures compliance with standards set forth by the FBI and the TBI regarding the availability of information to various levels of the criminal justice community. Establishes and maintains auditing procedures to ensure compliance by system users. Grants access to information based on approved training and background checks.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Performs administrative and technical work to train criminal justice personnel throughout the County in the proper use of NCIC, TIES, and RMS transactions; schedules NCIC Basic and Query classes; provides notification of training dates to all agencies in the County; copies and issues workbooks for recertification testing; schedules test dates for recertification; performs background checks on class attendants; maintains and updates classroom manuals.

Ensures compliance with standards set forth by the FBI and the TBI regarding the availability of information to various levels of the criminal justice community.

Establishes and maintains auditing procedures to ensure compliance by those who use the system; coordinates the TBI audit; participates in audit of transactions.

Grants access to information based on approved training and background checks; gets new agencies on line with CPD; maintains user agreements for satellite agencies; sends user agreements to TBI for signatures; requests CAD accounts for new users; requests RMS accounts for users in satellite agencies; sets proper security levels for RMS users.

Performs administrative tasks to support the daily operations of the department; prepares documents for the Chief of Police; copies documents for class attendees; files copies; sends documents to the TBI; maintains and distributes all TIES and NLETS updates to appropriate personnel; attends TAC meetings.

Notifies TBI of any problems with the system and entries into NCIC or TCIC.

Performs related technical tasks; request off-line search through TBI; validates NCIC entries to ensure the entries are accurate and complete; researches transactions to corroborate testimony in litigations; researches transactions for a specific name or user; requests off-line searches about specific fields.

Operates various office related equipment including a personal computer, printer, copy machine, fax machine, and multi-media projector; utilizes various software programs including word processing, spreadsheets, database programs, and related departmental programs.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or equivalent with three to five years experience in data entry, office or clerical work, or related area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess certification as an Instructor, Terminal Agency Coordinator, and NCIC Basic certification through the Tennessee Bureau of Investigations.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Last Edited: April 2003**